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8 SEP 1970

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Science and Technology

SUBJECT : Recommendation for Quality Step Increase -
25X1A9a [REDACTED]

1. The Office of Research and Development recommends approval for a Quality Step Increase from GS-7, step 7 to GS-7, step 8 for

25X1A9a [REDACTED]

2. [REDACTED] has been with the Agency since 4 April 1965, and with ORD since 28 April 1965. Since March 1966, she has been the senior secretary in the Applied Physics Division acting as secretary for the division chief and responsible for the supervision and training of two junior secretaries in the division.

25X1A9a

3. [REDACTED] has received three successive "outstanding" fitness reports and has been recommended twice for promotion to GS-8; however, grade ceilings have prevented this action.

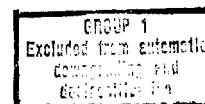
25X1A9a 4. [REDACTED] administers the secretarial workload of the division handling details such as contracts, budget, reports, visitors and the myriad smaller details which come into a division of this complexity. She exhibits strong skills, unquestionable loyalty, and an outstanding efficiency and productivity in the performance of her duties.

25X1A9a 5. On the basis of [REDACTED] sustained excellent performance, ORD strongly recommends approval of a Quality Step Increase.

SIGNED

Robert M. Chapman
Director of Research and Development

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approved

SUBJECT: Recommendation for Quality Step Increase,
25X1A9a [REDACTED]

CONCUR:

25X1A9a
[REDACTED]

Deputy Director for Science and Technology

17 SEP 1970
Date

The recommendation contained in paragraph 1 is approved.

25X1A9a [REDACTED]

for Director of Personnel
18 Sept 70

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C/AP/ORD/DD/S&T:jd:dpc 3486 (19 June 1970)
(Retyped: 2 July 1970)

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